



# Developmental Disabilities Administration (DDA) Updates

**Bernard Simons, DDA Deputy Secretary**

April 3, 2020



# Deputy Secretary's Agenda

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- Opening Remarks
- DDA Regional Office Update
- Important Health and Safety Reminders
- Resource Sharing
- Appendix K Update
- Questions

# Deputy Secretary's Opening Remarks

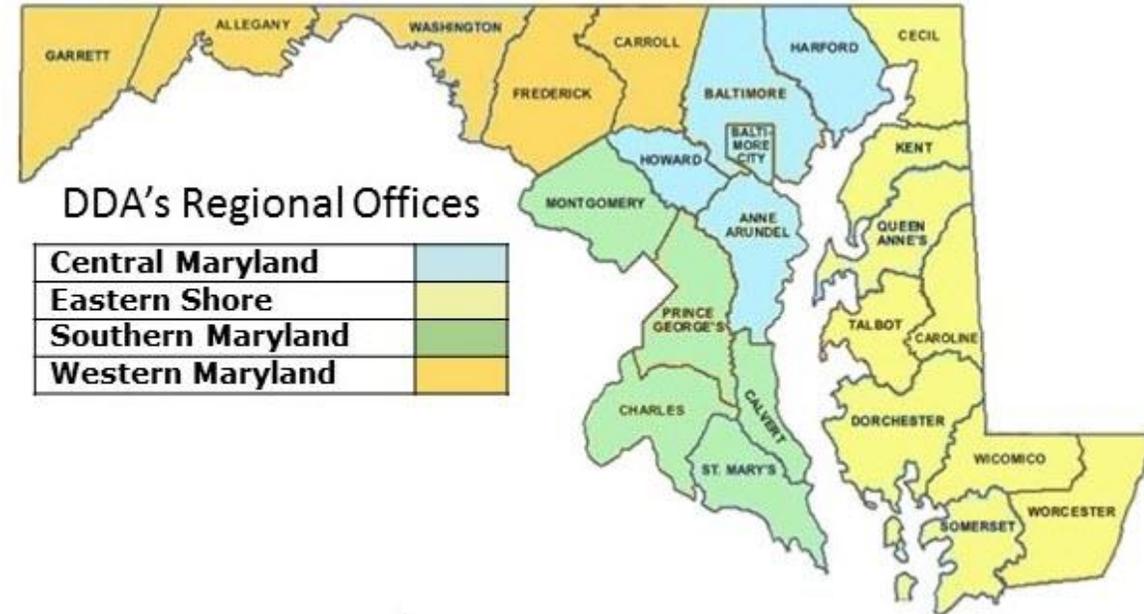
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- Thank you all for reaching out to the DDA and sharing your recommendations to respond to the COVID-19 pandemic
- The DDA's highest priority is the health, safety, and wellbeing of people with intellectual and developmental disabilities, their families, staff, and providers
- We are sharing information via DDA's email list and updating the DDA website on a daily basis with information and resources that you can use during this difficult time
- To join the DDA's email list, please click on "Join Our Mailing List" on the DDA website homepage

# Regional Updates

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- **SMRO**- Onesta Duke  
[onesta.duke@maryland.gov](mailto:onesta.duke@maryland.gov)
- **ESRO**- Kim Gscheidle  
[kimberly.gscheidle@maryland.gov](mailto:kimberly.gscheidle@maryland.gov)
- **CMRO**- Nicholas Burton  
[nicholas.burton@maryland.gov](mailto:nicholas.burton@maryland.gov)
- **WMRO**- Cathy Marshall  
[cathy.marshall@maryland.gov](mailto:cathy.marshall@maryland.gov)



# Important Health and Safety Reminders

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- Soap and water is just as effective as hand sanitizer
- Follow CDC, MDH, and DDA guidelines for quarantine
- Stay home!
- Consult with your doctor at the immediate onset of symptoms
- Communicate with your Local Health Department and DDA about potential exposure and positive cases
- Sharing Staff – screen to ensure not carrying or spreading to other co-workers and participants

# Resources



## Quick Links

- > [About DDA](#)
- > [Recommended Websites](#)
- > [Forms & Policies](#)

## Services We Provide

- > [Behavior Supports](#)
- > [Coordination Of Community Services](#)
- > [Employment](#)
- > [Housing](#)
- > [Low Intensity Supports Services \(LISS\)](#)
- > [Nursing](#)
- > [Self-Directed Services](#)
- > [Training and Webinars](#)
- > [Transitioning Youth](#)

## Current Initiatives

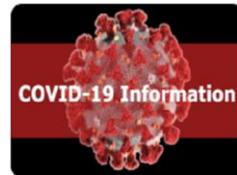
- > [DDA's Transformation Plan](#)
- > [DDA Waivers - Amendment #3 2019](#)

## Welcome to the Maryland Developmental Disabilities Administration (DDA)



### COVID-19 Updates and Resources

The Developmental Disabilities Administration (DDA) gathered resources and developed guidance to assist the delivery of community-based services in response to the coronavirus disease (COVID-19) outbreak. The DDA is working with the Maryland Department of Health (MDH)



Customer Service

Join our mailing list

Report Abuse or Concern

What's New at DDA

- [Deputy Secretary's Webinars on COVID-19](#)
- [DDA COVID-19 Questions and Answers](#)
- [Information for People and Families](#)
- [Information for Direct Support Professionals](#)
- [Information for Providers](#)



## Updates on COVID-19 (coronavirus)

- The Maryland Department of Health continues to collect and update data related to the COVID-19 emergency. For the latest and most up-to-date information on known cases, areas impacted and health-related resources, click [here!](#)
- On March 23, 2020 the State of Maryland enacted the order prohibiting large gathering and closing non-essential businesses and other establishments. To read the order, click [here!](#)

## General Resources

- [Governor Hogan's Stay at Home Executive Order 3-30-20](#)
- [OLTSS Clarification on Essential and Non-Essential Businesses](#)
- 2-1-1 provides easy access to essential services during the COVID-19 emergency. To find up-to-date information on food, housing, utilities and other public services, click [here!](#)
- The Maryland Behavioral Health Administration has developed great resources to assist individuals dealing with behavioral health or substance abuse challenges during the emergency. To learn more about what resources are available, click [here!](#)



# Resources



## Information for Providers

Click 3

During this unprecedented time, the DDA wants to acknowledge the leadership, extraordinary efforts, and commitment DDA providers have demonstrated to support people with intellectual and developmental disabilities and to ensure their well-being during this COVID-19 pandemic.

### COVID-19 RESOURCES for Agencies

Staying up-to-date on the latest information about COVID-19 can be challenging. We're keeping our eyes out for information specifically related to COVID-19 for individuals with intellectual and developmental disabilities that may help support your agency.

- The DDA sent a letter to all active service providers detailing the steps being taken in response to the COVID-19 emergency. All letters to providers will be posted here for easy access to up-to-date information. Click on the letters below to see what was included:
  - [3/27/2020 Letter to Providers: WHAT WE KNOW TODAY](#)
  - [3/20/2020 Letter to Providers](#)
- COVID-19 response plans developed by MDH-UJA based on scenarios you may encounter for positive or pending tested individuals. Check it out [here!](#)
- The DDA has developed and will continue adding to a Toolkit of COVID-19 resources critical to agency operations. The most up-to-date toolkit will be posted to this site. Check it out [here!](#)
- The American Network of Community Options and Resources (ANCOR) continues to compile and update information related to COVID-19. Many of the resources collected are specific to steps providers can take to prevent the spread of COVID-19 in their programs, and caring for someone with COVID-19 should it occur. Check it out [here!](#)
- The National Alliance for Direct Support Professionals has developed a toolkit to assist agencies in on-boarding new staff during the COVID-19 emergency. Check it out [here!](#)

### FOOD DELIVERY AND MEAL OPTIONS

Meal planning, preparation and grocery shopping are challenging during normal times. Social distancing makes these routine activities even more challenging. To help, we have compiled a list of resources from meal and grocery delivery to free meal services.

- This comprehensive list developed by Montgomery County provides information on food assistance resources, and opportunities for individuals and organizations to support community needs during the COVID-19 pandemic. Check it out [here!](#)
- This list shows which grocery stores in DC, MD and VA have changed hours due to COVID-19. Also listed are stores with special hours of operations for seniors or other vulnerable populations. Check it out [here!](#)
- This comprehensive list shows where children (under the age of 18) can receive free meals during the COVID-19 outbreak in DC, MD, and VA. Check it out [here!](#)
- There are several grocery services that will allow you to build a shopping list through their app, place an order and have groceries delivered right to your door. Please be aware that these services do charge a delivery fee. If you are interested in learning more, here are a few options to get you started: Instacart (<https://www.instacart.com>), Shipt ([www.shipt.com](http://www.shipt.com)), Peapod ([www.peapod.com](http://www.peapod.com)), and Amazon Prime – Free delivery with Prime Membership (<https://www.amazon.com/b?ie=UTF8&node=15247133011>)
- Occasionally cooking a meal just isn't going to happen. Check out this list of Best DC Area Restaurants for Takeout and Delivery may be the answer. Check it out [here!](#)

### ADDITIONAL RESOURCES

- [OLTSS Clarification on Essential and Non-Essential Businesses](#)
- [COVID-19 Mandt System Training Impact Statement](#)
- [2020 Covid-19 COOP and Public Response Planning\\_v8](#)
- [MDH Congregate Housing Guidance.Final](#)
- [ANCOR's COVID-19 Resource Center](#)
- [NADSP On-boarding New Direct Support Professionals during the COVID-19 Crisis](#)
- [COVID-19 RESPONSE PLANS INFO 3.24.20.pdf](#)
- [Disability and Employment eLearning Modules: A Day in the Life of an American Job Center](#)
- [FAQ COVID-19 Mental Health, Stress and Anxiety](#)
- [Public Notice Memo from Maryland Board of Nursing](#)
- [Maryland Board of Nursing Memo to Nurses](#)
- [Strategies for Remote Employment Supports](#)

# Resources

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## *Continued*

- DDA's dedicated email to submit questions - [dda.toolkitinfo@maryland.gov](mailto:dda.toolkitinfo@maryland.gov).
- We post responses to your questions at [DDA COVID-19 Questions and Answers](#)
- Updated [FAQs](#)
- Toolkit - [Coronavirus Disease 2019 \(COVID-19\) Guidance for Maryland Community Providers of Services for Individuals with Developmental Disabilities](#)

# Personal Protective Equipment Request

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- Please contact your local Emergency Operations Center at <https://mema.maryland.gov/Pages/Local-EOC.aspx> for vetting and processing requests for your organization
- Communication was shared yesterday and posted on the DDA's website with a list of emails for the local emergency managers and the form that you need to submit

# Stay At-Home Order

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The DDA shared guidance in reference to visitors to residential homes, own homes, micro-boards, and the homes of people in self-directed services. We also included guidance about documents essential staff should carry with them when traveling to and from work. This has been posted on the DDA website.

- [CLICK HERE](#) for OLC Interpretive Guidance
- [CLICK HERE](#) for COVID-19 Residential Homes and Essential Staff Travel Guidance

# The DDA Appendix K Update

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- The DDA developed one Appendix K last Thursday for all DDA Waivers: Family Supports, Community Supports, and Community Pathways
- DDA Appendix K is now being reviewed by the Department of Budget and Management
- Maryland Department of Health's Medicaid Director will submit to CMS once approved
- DDA shared an overview in the weekly webinar on March 27 and with the DD Coalition on April 1, 2020

# The DDA Appendix K Update

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*Continued*

Temporary options include:

- Modifying service requirements
- Exceeding service limitations or requirements
- Increasing payment rates
- Including retainer payments to address emergency related issues and closures

# The DDA Appendix K Update

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## *Continued*

- Modifying provider qualification, staff training, and onboarding requirements
- Modifying licensure or other requirements for settings where waiver services are furnished
- Accepting electronic signatures
- Adding electronic method for service delivery (e.g. telephonic/remote)
- Modifying incident reporting requirements

# Appendix K – Modify Services

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## Community Living - Group Home

- Residential Retainer Fee may be extended beyond 30 days per year, up to 60 days per year, unless otherwise authorized by the DDA
- Additional authorizations may be added for individuals in each group home, based on the participants' needs, as follows unless otherwise authorized by the DDA:
  - Up to 8 additional hours in a home serving up to three participants
  - Up to 16 additional hours in a home serving up to five participants
  - Up to 24 additional hours in a home serving up to nine participants

# Appendix K – Modify Services

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## Meaningful Day Services

- Services can take place in a variety of settings instead of the community including but not limited to the participant's home, family and friend's homes, residential settings, or other community settings
- Individualized schedule and updates related to what the participant will do and where the participant will spend their time when in service is suspended
- Services can be provided any day of the week and exceed eight hours a day and 40 hours per week within a person's authorized budget

# Appendix K – Modify Services

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*Continued*

## Meaningful Day Services

- Can be provided in a variety non-community-based settings (i.e. homes and residential sites)
- The timeframe for completion of Employment Discovery and Customization Activities may exceed the currently required six month authorization period
- Participants enrolled in the self-directed services delivery model and receiving Employment Services may exercise employment authority for Follow Along Support

# Appendix K – Modify Services

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*Continued*

## Meaningful Day Services

- The requirement that a minimum of six hours of services be provided during a single day is temporarily suspended
- COVID-19 Retainer Payment for Employment Services, Supported Employment, Community Development Services, Career Exploration, and Day Habilitation, up to 30 days unless otherwise authorized by the DDA

# Appendix K – Modify Services

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## Behavioral Support Services

- Behavioral Support Services can be provided at the same time as the direct provision of Respite Care Services
- Behavioral Consultation and Brief Support Implementation Services can be provided without prior authorization by the DDA
- A provider organization's director or MANDT trainer, who are not otherwise licensed to write Behavior Plans, are permitted to develop temporary Emergency Behavior Safety Plans

# Appendix K – Modify Services

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## Individual and Family Directed Goods and Services (IFDGS)

Staff recruitment and advertising dedicated funding may be increased to up to \$1000 per person-centered plan year

# Appendix K – Modify Services

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## Waiving Certain Self-Directed Budget Modification Requirements

Fiscal Management Services (FMS) providers can authorize budget modification in accordance with a participant's current authorized budget for:

- Changes within current services authorized by DDA
- Changes from current service authorized to a new service

# Appendix K – Modify Services

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## Self-Directed Budget \$2000 Funding Increase

Fiscal Management Services (FMS) provider can authorize up to \$2000 above the authorized budget to support any of the following:

- Increased need in services (e.g., Personal Supports, Community Development Services)
- Increased Support Broker hours
- Staff recruitment
- Personal Protective Equipment/Supplies

# Appendix K – Modify Services

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## **Nursing Services including Nurse Consultation, Nurse Health Case Management, and Nurse Case Management and Delegation**

- Initial Nursing Services can be provided without prior authorization by the DDA
- Increases to Nurse Case Management and Delegation Services needed as a result of the change in the participant's health status, or after the participant's discharge from a hospital or skilled nursing facility, can be provided without prior authorization by the DDA

# Appendix K – Modify Services

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## Personal Supports

- Legal guardians and relatives may be paid for greater than 40-hours per week for services without prior authorization by the DDA
- Personal Support Services may exceed 82 hours per week without prior authorization by the DDA within the authorized budget
- Participants may exceed the current authorization by the DDA within prior authorization within their overall authorized budget

# Appendix K – Modify Services

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## Personal Supports

- Additional services may be authorized for participants whose meaningful day services are not available due to a COVID-19 closing or availability
- COVID-19 Retainer Payment for Personal Supports, up to 120 hours within the authorized limit, unless otherwise authorized by the DDA

# Appendix K – Modify Services

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## **Respite Care Services**

Up to an additional 360 hours specifically related to the COVID-19 emergency can be provided without prior authorization by the DDA

## **Support Broker Services**

Support Broker Services may be provided up to 20 hours per month, unless otherwise authorized by the DDA, without prior authorization by the DDA

# The DDA Appendix K – Next Steps

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- The DDA is currently creating detailed guidance, an “At A Glance” sheet, to help inform and operationalize Appendix K once approved
- The DDA will continue to provide updates on the status

# The DDA Commitment

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- We will continue to share information and resources
- We will continue to collaborate and advocate on behalf of the people you support, their families, and staff
- We will help Marylanders with intellectual and developmental disabilities thrive
- We will continue to keep you updated as we learn about our Appendix K application

# Questions

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